

UNITED STATES GOVERNMENT

Memorandum

SCD M73- 0460

DATE: 24 MAY 1973

TO : Executive Assistant, OC

FROM : Chief, Staff Communications Division, OC

SUBJECT: Committee to Study ADP Applications for OC Management Information

REF : OC Notice No. 29-73

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The Staff Communications Division's designated representative on the subject committee is [REDACTED], Chief, Systems

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Design Branch, OC-SCD. In order to cover the possibility of the occasional unavailability of [REDACTED] for committee meetings, our alternate representative will be [REDACTED]

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22 MAY 1973

MEMORANDUM FOR: Executive Assistant, OC

THROUGH : Chief, Staff Communications Division, OC

SUBJECT : ADP Applications for OC Management Information

1. This is an initial attempt at identifying functions in which the SCD sees possible effective use of greater ADP assistance. The chart in paragraph 2 displays two dimensions of the question; i.e., it is a list by priority, beginning with the most significant items, plus a category column. The key to the category column is as follows:

Categories:

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A. Those functions, tasks, or reports performed by SCD primarily for SCD's network management purposes (such as [REDACTED])

B. Those functions, tasks, or reports performed largely for consumption by other components (CATRAN, CFR).

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C. Those functions, tasks, or reports performed by other components which SCD is a "customer" for (PRA Review, [REDACTED], Crypto Clearance Reports, etc.).

2. Chart indicating priority listing addressing the question:

Function

Category

Program Trend Report Analysis	C (OC-A)
CATRAN (Field Station Work Load Statistics)	B
CFR (Combined Field Report)	A/B
[REDACTED] (Crypto Link Record)	A
[REDACTED] (Leased Line Records)	A
Equipment Failure Reports	A
* [REDACTED] (World-wide Equipment Report)	A

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* [REDACTED] is currently assisted by "off-line" ADP. This particular management report is listed last because update

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information originates in the field via semiannual dispatches and is, therefore, rarely current. There would be value in being able to manipulate [] information, but some further study would have to be given to the means and cost of obtaining timely input information. There is clearly little point in being able to manipulate non-current data. To a lesser degree, this also applies to the CFR except that changes in this document are less frequent and the data base more likely to be reasonably current at any given time.



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Deputy Chief, Staff Communications Division
Office of Communications

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SPD-M73-283
21 MAY 1973

MEMORANDUM FOR: Executive Assistant, OC
FROM : Chief, Special Programs Division, OC
SUBJECT : OC-ADP Applications

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1. As a first step in improving our management information system base, we recommend expansion of and upgrading to on-line access the following three reports - the Position Control Register, the Trends/Financial Report and the [REDACTED]. These are the keys to the three basic management information needs: people, things and money.

2. Personnel: In this area we envision a full personnel data bank, sort of a gisted 201 file. If properly segregated, the PCR could be a subset of the system. An intersecting subset could provide information by career panel. Another could provide data by grade. Similarly, information on training, skills, past tours, leave balances, promotion history, cumulative salary, overtime, clearances, etc., could be called out in various configurations by those with authorized access to specific data elements.


3. Budget: What we need in the budget and fiscal area is something on the order of a continuously updated Trend report. (STEPS promises to provide this type information for R&D.) This would be extremely useful not only at the Office level but through the Program Manager down to the sub-Program Manager level. We would suggest some type of coding scheme to indicate the status of funds through channels. For example, code 1 for Program Manager's commitment of funds could be entered on-line at the Division level. When the funds were certified by B&F, code 1 could be changed to code 2. Code 3 would indicate actual expenditures and could be put into the system by Finance or Logistics, the latter being especially important when a procurement action is negotiated downward, thus making additional money available to the Program Manager.

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4. Materiel: Here we are talking about an on-line file containing , the various supply allocations, inventories, CMR's, etc. The goal would be to know where everything is in the system, including the pipeline, on a current basis.

5. The presently planned OJCS terminal replacement for the IBM 2260, the Delta Data 5260 or equivalent, which will be used for STEPS, could also serve as the on-line terminal for the above file systems.

6. A review of other possible Division applications for management information system files revealed no requirements that would not be satisfied by those files mentioned in paragraphs 2, 3 and 4.



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MEMORANDUM FOR: Executive Assistant, OC
FROM : Chief, Records Control Staff, OC
SUBJECT : ADP Reports

1. OC-RCS ADP Reports

Annual Top Secret Inventory to all OC Headquarters and Field components holding Top Secret documents are prepared by OC-RCS.

2. Internal OC Reports used by OC-RCS

Quarterly OC Manning Tables for deposit to Vital Documents prepared by OC-A.

Semi-annual Cryptographic Inventory 25X1A
prepared by OC-CS.

3. External Reports used by OC-RCS

Monthly Personnel Status reports used for routing OC correspondence are prepared by DDM&S/OP (OC-RCS receives one listing by name, one by panel, and the OC-RCS section of the T/O).

4. Proposed ADP Reports

Monthly Pseudonym listing by component and a True name listing by component would be prepared by DDO/Cryptic Reference.

Annual OCHB-F 5.10.1, Index of OC Documents, *to be* prepared by OC-CCD.

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Approved For Release 2002/11/04 : CIA-RDP79-01577A000100020014-4

SPD-M73- 283
21 MAY 1973

MEMORANDUM FOR: Executive Assistant, OC
FROM : Chief, Special Programs Division, OC
SUBJECT : OC-ADP Applications

25X1A

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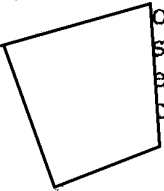
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CS-M-73-234
21 MAY 1973

MEMORANDUM FOR: Chairman, OC-ADP Applications Committee
FROM : Committee Member, OC-CS
SUBJECT : Potential Requirements for ADP Application

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 1. In addition to the computer assisted COMSEC functions on the "ADP Assisted Management Reporting" list, other COMSEC requirements include the use of a computer for specific code/cipher system support; for examination and evaluation of new systems; and as a tool for working cryptomath problems.

2. Most COMSEC computer requirements are small and of special value for COMSEC purposes only. However, there may be instances where certain COMSEC input may be added to other data bank information.

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	DDM&S/ OC NBR	REPORT TITLE	COMPONENT	FREQUENCY	1973 CO
	1. 008	Top Secret Inventory	OC-RCS	ANNUAL	\$ 96.9
	2. 013	Office Estimates & Revisions For Congressional Budget Submission	OC-A	ANNUAL	\$ 2,823.9
	3. 014	Overseas Manning Tables	OC-A	MONTHLY	\$ 159.4
	4. 021	OC Ceiling & Strength Report	OC-A	MONTHLY	\$ 456.1
	5. 025	Inventory of OC Positions, Signal Plans & Equipment (REGION)	OC-CCD	ANNUAL	\$
	6. 026	PRA Review	OC-A OC 25X1A	SEMI-ANNUAL	\$ 1,821.9
	7. 034	Cable Traffic Analysis Report (CATRAN)	OC-SCD	MONTHLY	\$ 7,404.8
	8. 035	Green Telephone Network Report	OC- 25X1A	QUARTERLY	\$ 191.8
25X1A	9. 038	Cryptographic Material Inventory [REDACTED]	OC-CS	SEMI-ANNUAL	\$ 797.82
	10. 039	Cryptographic Transfer & Destruction Reports	OC-CS	APERIODIC	\$ 3,699.20
	11. 046	Contract Information System (CIS)	OC-CCD	APERIODIC	\$ 914.80
25X1 25X1A	12. 052	Leased Line & Allocated Circuit Listing [REDACTED]	OC-SCD	SEMI-ANNUAL	\$ 3,897.28
	13. 053	Equipment Inventory [REDACTED]	OC-SCD	SEMI-ANNUAL	\$ 5,185.80
	14. 062	Cryptographic Equipment Monetary Report	OC-CS	QUARTERLY	\$ 1,094.32
	15. 069	Depot Inventory of COMSEC Keying Material	OC-CS	SEMI-ANNUAL	\$ 47.22
	16. 076	Cryptographic Clearance Report	OC-CS	BI-MONTHLY	\$ 2,008.92
	17. New	Cryptographic Equipment Status Report	OC-CS	QUARTERLY	\$ 849.72

*Excerpted from the 1973 OC Reports Inventory.

ADMINISTRATIVE--INTERNAL USE ONLY
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CATEGORY I & II

TITLE

USER

PRODUCED BY
 OC-DO/DATACOM OJCS

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☐ Manning Table

FRIS (Financial Report Information System)

Circuit Outage Report

Circuit Status Summary

Inventory OC ☐ Test Schedule

KY-3 Distribution Report

DATACOM Statistics

Wirelist

COMSTAT (Work Measurement)

Combined Secure Voice Telephone Directory

Applications Program - On-Line ☐
 Terminal (Script)
 Pert?

X

X

X

X

X

X

X

X

25X1A

X

X

X

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ADMINISTRATIVE--INTERNAL USE ONLY

CATEGORY III
Required from others

- 25X1A ☒ Position Control Register - World Wide and ☐
- ☒ Panel I Data of all types
- ☒ World Wide Manning Table
- ☒ Personnel Locator Report
- ☒ Program Trend Report Analysis
- ☒ Inventory of ADP Equipment
- ☒ Monthly True Separation Report - Alphabetical
- 25X1A ☒ Staff Communications Equipment Program - ☐
- ☒ Cross reference index of Communications Equipment - World Wide
- ☒ Master listing of equipment stock items by stock number
- ☒ Master listing of equipment stock items by nomenclature
- ILLEGIB 25X1A ☒ Crypto Inventory run (Produced by CS ☐
- ☐

ADMINISTRATIVE--INTERNAL USE ONLY

OC0-m 73-083

MEMORANDUM FOR: Executive Assistant, OC
SUBJECT : OC-O ADP Applications

1. The following comments on the use of ADP for OC-O requirements are in response to your request at the OC ADP committee meeting 8 May.

2. The OC-O Staffs do not originate any reports or maintain records that would be applicable for Automatic Data Processing. However, in our day to day liaison with the Operations Directorate and as focal points for inquiries concerning overseas activities, we do have a need for quick access to up-to-date information on all aspects of OC operations.

3. Information contained in CATRAN, CORF's, CFR's, FRASA, Brief Post Reports and Manning Tables is used frequently. Also, access to information on current availability and cost of specific items of covert communications equipment would be valuable. Most of this information is available in one form or another which in general is adequate to meet our requirements. However, in the interest of more efficient operations and timely responses to our customers, it is recommended that the committee consider the foregoing reports for possible automation.

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Chief, Operations, OC

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Approved For Release 2002/11/04 : CIA-RDP79-01577A000100020014-4
17 May 1973

CATEGORY I & II

	<u>TITLE</u>	<u>USER</u>	OC-DO/ <u>PRODUCED</u> DATA COM	<u>BY</u> OJCS
25X1A	<input type="text"/> Manning Table	<div></div>	X	
	FRIS (Financial Report Information System)		X	
	Circuit Outage Report		X	
	Circuit Status Summary		X	
25X1A	Inventory OC, <input type="text"/> Test Schedule		X	
	KY-3 Distribution Report		X	
	DATA COM Statistics		X	
	Wirelist			X
	COMSTAT (Work Measurement)			X
	Combined Secure Voice Telephone Directory		X	
STATINTL	Applications Program - On-Line <input type="text"/> Terminal (Script) Pert?			X

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CATEGORY III

Required from others

- 25X1A Position Control Register - World Wide and
Panel I Data of all types
World Wide Manning Table
Personnel Locator Report
Program Trend Report Analysis
Inventory of ADP Equipment
Monthly True Separation Report - Alphabetical
- 25X1A Staff Communications Equipment Program -
Cross reference index of Communications Equipment - World Wide
Master listing of equipment stock items by stock number
Master listing of equipment stock items by nomenclature
- 25X1A Crypto Inventory run (Produced by CS)

ADMINISTRATIVE--INTERNAL USE ONLY

Approved For Release 2002/11/04 : CIA-RDP79-01577A000100020014-4

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PCS-M73-035

18 May 1973

MEMORANDUM FOR: Executive Assistant, OC

SUBJECT : Committee to Study ADP Applications for
OC Management Information

REFERENCE : OC Notice 29-73

1. The attached is a listing of reports and other data presently being received for which OC-P will have a continuing need. The listing also indicates the source of the material and the staff or division with input responsibility if machine printout is involved.

2. OC-P data requirements are related to program/budget submissions, management statistics compilation or NON-OC generated Agency requirements. This staff is not the ultimate source of any OC data requirements now in existence.

3. We believe that the message handling and related reports in the attachment can be readily automated as a fall-out of a message unit costing system. Most other reports in the attachment are also candidates for automation in any general management automated information system.

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4. is the designated OC-P representative to the committee created by the reference.

Chief, Program Coordination Staff, OC

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REPORTS & OTHER DATA REQUIRED BY OC-P

From SCD:

1. Staff Communications Data:

- a. Message count by month and fiscal year.
- b. By individual agencies 25X1A
- c. By OC areas.
- d. By DD/O areas.
- e. By Headquarters Signal Center.
- f. By load in CIA Communications network.

2.

3.

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4. Quarterly status report of leased line expenditure by station and type of lease.

From OC-CS:

1. Report of registered cryptographic equipment in use.

From OC-CMS:

1. Annual statistics of internal non-communications training for OC personnel by course category.
2. DTO for all external training for OC personnel.
3. Annual report of communications training for OC personnel by course category.
4. Annual report of communications training at for non-OC 25X1A
personnel by course category. STATINTL

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From OC-A:

1. Monthly report of hours of overtime expended by OC areas, OSG and Headquarters elements.
2. Ceiling strength report.
3. OC personnel position report on programmatic basis for collection and communications; also by organizational component.
4. Report of average employment by OC component.

From DD/M&S (SIPS):

1. Monthly financial trend report (input by OC-A/B&F).
2. Monthly financial deviation report.
3. Monthly report of dollar amount reprogrammed each month and the cumulative totals by fan account.
4. Budget worksheets for use in preparation of (a) program execution; (b) Office Estimate and Congressional Budget; and (c) new FY program.
5. Machine printout of forecast obligation rates by fan account (48 fans). Rates obtained from fan managers and compiled/submitted by OC-P.
6. Report of inventory of all OC ADP equipment and systems by dollar value and location input by OC-P.
7. Annual, or when changes made, report of ADP resources by (a) position, (b) man-years, and (c) dollar costs. Input by OC-P.

Miscellaneous Requirements:

1. Extract from OC area quarterly reports (admin portion) number of TDY man-days by month and job specialty.
2. Annually from all OC staffs, divisions and OSG manager, O/S TDY man-days by month and job specialty.

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